

Professional and Managerial Branch
Personnel Administration Group
Personnel Series

PERSONNEL ANALYST II

09/89

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs advanced professional level personnel work in classification, compensation, salary administration, examination and research; performs related duties as required.

EXAMPLES OF DUTIES:

Prepares job specifications; makes preliminary allocation of positions to classes and of classes to appropriate salary schedule; conducts desk and field audits of positions; participates in work organization and work force utilization studies; prepares and conducts task analysis studies; analyzes data concerning class specifications, salary studies and testing; maintains class specification listings and related information.

Prepares examinations for all types and level of classes; interviews and/or evaluates job applicant's training and experience; prepares and validates test items; administers written, oral, practical, assessment center and physical agility tests; rates and scores examinations in accordance with established standards; performs statistical analyses; plans, organizes and prepares pre-employment tests; sets up panels for oral or practical tests; enters, retrieves and analyzes data from automated applicant tracking system.

Conducts exit interviews and prepares analytical reports on turnover; conducts training and orientation sessions; completes a variety of personnel reports such as EEO, AA, FLSA and other on-going programs; prepares handbooks, manuals, bulletins, newsletters and reports; prepares and conducts salary studies; prepares salary schedules; compiles, analyzes and prepares data used in collective bargaining negotiations; researches, evaluates and makes recommendations in personnel programs; conducts special studies.

Researches and analyzes data; develops questionnaires; conducts research and prepares statistical charts and reports; meets with department heads, supervisors and employees to obtain or verify information; prepares charts, graphs and diagrams; maintains records and prepares reports; explains rules, regulations, policies and procedures to other city employees and the public; supervises and trains others as assigned; enters, retrieves and analyzes data from ADP systems and personal computers.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Personnel, Business Administration, or Psychology and two years of professional personnel experience in classification, compensation, testing or personnel administration; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of the methods, principles, practices and techniques of public personnel administration; good knowledge of research methodology and statistics; good knowledge of the principles, methods, techniques and practices of classification, compensation, job evaluation and testing; good knowledge of governmental organizations and current legislation relating to personnel practices; some knowledge of supervisory techniques.

Ability to plan and conduct research studies; ability to express oneself clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with fellow workers employees, officials and the general public; ability to maintain records and prepare reports.

Physical Requirements: Mobility within an office and field environment; operation of a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head